

# Study Items

## Proposal Title: Serving With Smiles at Lakeview Academy

**Submitted by:** Jennifer Paulson

**Sponsoring Board Member:** Tina Smith

**Proposal Abstract/details:**

Serving with Smiles, Children Saving the World, is a children's humanitarian program whose mission is to "teach children compassion, hard work, leadership, and gratitude by serving others in need". There are many ways that SWS does this, but has found that forming partnerships with local schools provides the most productive and effective outcome. We would like to provide your school with an opportunity to be involved in a service activity that students in five Utah County elementary schools are currently participating in. Letters of support from those administrators can be provided if needed.

We come with a plan and allow your student council to utilize leadership skills in personalizing the plan and carrying it out. Your student body, teachers, and families will collect items that pertain to humanitarian kits. These are hygiene, newborn, or school kits. The project at your school lasts from 5-7 weeks, depending on the type of kit that

you choose to collect for, as one item is collected for a week at a time. For example, a school kit includes: pencils, notebooks, colored pencils, scissors, an eraser, and a ruler.

We provide a slide show presentation that shows your students the situation that less fortunate children are in.

We provide instruction to the student council on how to carry out their responsibilities.  
(Naming the school's program for their own, coming up with a skit to perform before the slide show, deciding on a collection process, motivating and rewarding the student body, and establishing a marketing plan.)

All items collected will be gathered by Serving With Smiles volunteers and taken to our projects where the children will assemble the humanitarian kits. With your permission, we will provide flyers to be sent home with your students, on a monthly basis, inviting them to participate in the Serving With Smiles projects.

The kits will then be distributed to those in need locally and throughout the world.

It is our hope that not only will your student body find satisfaction in helping others, but that a seed is planted that will encourage the individual child to look for ways to continue to help others.

**Please provide information to the following questions:**

**1) Proposal supports the charter by...(Please site reference page)**

We will further improve student education by incorporating the following:

- Provide service learning and community service projects so that children can see they are important in the world (pp. 6-7)

Lakeview Academy will also publish monthly newsletters to highlight additional learning

opportunities for students such as:

- Community Service suggestions (p.8)

Lakeview Academy believes a well-rounded education includes instruction from these four areas as defined below: [one of them is as follows]

---Personal Development- study skills, character development, social skills, and

community service. (pp. 10-11)

Lakeview Academy is committed to educating the whole person, encouraging a deep love

for learning, and preparing students to contribute to a changing and challenging world.

(p. 12)

**2) Are funds being requested? If so how much and from what budget category?**

**NO**

**3) Does this replace a current program or policy? If so, please attach a red-line version of requested changes.**

**NO**

**4) If a new program/policy, please attach the policy or program proposal.**

**N/A**

**5) Please attach any other options that may be considered.**

**6) Please attach any relevant information.**

Serving with Smiles currently has partnerships with 5 elementary schools in Utah County—2 in American Fork, 1 in Provo, 1 in Orem, and a private school. With the help of these schools, we have assembled approximately 2000 humanitarian kits.

Serving With Smiles' website is [www.servingwithsmiles.blogspot.com](http://www.servingwithsmiles.blogspot.com)

# Policy Title: Part Time Enrollment Policy

With respect to the enrollment of students the director may not cause or allow for students to be enrolled less than four hours per day.

Accordingly he or she shall not:

1. Fail to allow students the opportunity to have release time for attendance to another public , private (institutions offering religious instruction shall be regarded as private schools), or home school for a specific allotted amount of time. Should release time be granted a contract with the parents, students, and Lakeview Academy will be created which will include a statement saying that it is the understanding that Lakeview Academy assumes no responsibility for the student during the agreed upon release time, or for transportation to and from the release time school. The contract will also spell out the time that the student will be away from Lakeview Academy.
2. Fail to allow students to attend release time classes during the day without written request and permission of the student's parent or legal guardian.
3. Allow for Lakeview Academy to promote or support religious instruction.
4. Allow for members of released-time classes to be considered members of Lakeview Academy faculty or participate as faculty members in any school function.
5. Allow schedules of classes for Lakeview academy to include released-time classes. At the convenience of Lakeview Academy, registration forms may contain a space indicating "released time" designation. Scheduling shall be done on forms and supplies furnished by the other school and by personnel employed or engaged by the institution and shall occur off school premises.
6. Allow for Lakeview Academy publications (i.e., student handbooks, folders, newspapers, ext) to include pictures, reports, or records of functions of released-time classes.
7. Allow for Lakeview Academy teachers, administrators, or other officials to request teachers of private or public school released-time classes to exercise functions or assume responsibility for Lakeview Academy which would result in a commingling of the activities of the two institutions.
8. Allow for Lakeview Academy school equipment or personnel to be used in any manner to assist in the conduct of private school released-time classes. No connection of bells, telephones, or other devices shall

be made between public school buildings and private institutions offering released time instruction except as a convenience to the public school in the operation of its own program. When any connection of devices is permitted, the pro-rata costs shall be born by the respective institutions.

# Policy Title: Global Executive Constraint

*The Director(s) shall not cause or allow any practice, activity decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted educational, business and professional ethics. The Board of Trustees grants the Director(s) the ability to make reasonable, acceptable and according to common sense or normal practice, exceptions to policy in such circumstances that comply with the spirit and intent of the policy and still follow all applicable laws and rules. If the Director(s) makes a reasonable exception he/she will notify the Board of Trustees in writing the circumstance that required a reasonable exception to be made.*

# Policy Title: Parent Assisted Learning (PALS) Volunteer Policy

We request parents to be involved and volunteer a minimum of 4 hours a month assisting their student's teachers and actively serve on one committee. Any additional service given to Lakeview Academy would be greatly appreciated. Volunteer hours can be logged in the office or on the REN Web.

The purpose and vision of the PALS program at Lakeview Academy is to enable parents to take an active role in the education of their children. As PALS volunteers are integrated into our learning community students will see that gaining education and learning is a life-long journey. As parents share in the learning experience, they will feel a greater investment in our school and their child's education.

We envision PALS volunteers will play a vital role in assisting students to become capable of tackling academic situations with confidence, while contributing to the communities in and outside of the classroom. By utilizing the strength of our parents we can provide smaller learning groups, more individualized attention, visiting experts and extra support for our students, teachers and administrators. As they interact with different individuals within their own community, the students will notice an increased feeling of community involvement and investment in their future. This interaction between educators and parents will greatly enhance the educational experience at Lakeview Academy.

It is the policy of Lakeview Academy to not allow registerable sex offenders to participate in volunteering on school grounds. They are welcome to volunteer in opportunities where children are not present. School administration will periodically check the Utah State Sex Offender Registry and comply with the laws of the Utah State Sex offender Registry.

PALS volunteers will be divided into two groups: *Level One, and Level Two*

**Volunteers at PALS One** will have a significant level of interaction with students, yet will still be supervised by the classroom teacher. Their main responsibilities are to assist with small group instruction in math, language arts or any of the additional core subjects as needed. Volunteers at this level would be asked to go through some basic training. This training could include, but is not limited to, basic classroom management, simple overview of Balanced Literacy and Saxon Math and any particular needs for the teacher and students they will be assisting.

**Volunteers at PALS Two** will have the greatest interaction with students and could potentially be left unsupervised with students. However, they will not be permitted at any time to be alone with any one student. More than one student or another teacher



must be in close proximity (for instance, the volunteer may work with a student in the hall -- a public thoroughfare -- with the classroom door remaining open). They could provide the same assistance as a Level One volunteer. Yet the main responsibilities of these volunteers include: after school tutoring, working with students in class who need individual assistance, substitute teaching, and chaperoning field trips. Training would be required for volunteers at this level. This training could include, but is not limited to, different teaching methods, different learning styles, appropriate adult-student interactions, and first aid. Volunteers at this level will be required to be fingerprinted and have a background check in accordance with Utah Law 53A-3-410. Volunteers whose background check shows convictions, including plea in abeyance and diversion agreements; any matters involving arrests for alleged drug related offenses, alcohol related offenses, and offenses against the person under Title 76, Chapter 5, Offenses Against the Person (or the equivalent from another state) will not be permitted to be a PALS Two volunteer however; they will be allowed to be a PALS One volunteer. These background checks must be done every two years at the volunteer's expense. Complete detailed information regarding these procedures is available upon request.

All volunteers will be required to wear a school-designated name badge. Volunteers will check in at the front desk, prior to going to the classroom, to obtain their identification. This will assist the office staff in knowing who is in the building. We feel that having the volunteers wear specific identification is important for students so they may easily recognize whom they can ask for help. This will also help staff to distinguish between volunteers and visitors.

Those interested in volunteering at either PALS level should fill out a simple Volunteer Form and indicate PALS One or PALS Two. This form will be used by the Volunteer Coordinator to facilitate assignments. Scheduling and any necessary training of volunteers will be a joint effort between the Volunteer Coordinator, Academic Group committees, and Education Coordinator.

Thank you for your willingness to positively impact the lives of children at Lakeview Academy!

# Assessment Goals for the Charter

(This is taken directly from the charter it is just in a different format used for board supporting documentation)

## 1. Improve student learning

1.a. Students will develop and demonstrate proficient reading skills.

1.a. Students grades K-6 will be assessed no less than three times per year to determine reading proficiency. Student progress will be tracked and monitored. This will be measured by 80% of students reading on grade level as measured by grade appropriate end of the year CRT scores.

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1.b. Students will have effective written and verbal communication skills.

1.b. Using the Language Arts curriculum, students will have an increased grasp of language, improved grammar and writing skills. Students grades 7-9 will be given benchmark tests no less then three times per year to determine language arts proficiency. All students grades 2-9 will take the end of year CRT's. This will be measured by 80% of students reaching Level 3: Sufficient or Level 4: Substantial Proficiency on the end of the year CRT.

1.c. Students will demonstrate proficient science skills as defined by Lakeview Academy and the Utah Core Curriculum.

1.c. The Science curriculum will provide students with the opportunity to meet and exceed the Utah Core standards. By the end of the year 80% of 5<sup>th</sup> ~~9<sup>th</sup>~~ grade students will demonstrate Mastery or near Mastery on the Science CRT.

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1.d. Students will demonstrate proficient mathematical skills as defined by Lakeview Academy and the Utah Core Curriculum.

1.d. Students will be assessed no less than three times per year to determine mathematical aptitude. This will be measured by 80% of students performing at or above benchmark on grade level exams and 80% of students reaching level 3:sufficient or Level 4: Substantial Proficiency on the end of he year CRT's.

1.~~e~~ Students will develop a strong sense of their individual self worth.

1.~~e~~ This will be accomplished by daily instruction in character education in all grade levels. Students will also creat portfolios throughout the year to track their own progress and to have a showcase of their best work for their parents.

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1.~~f~~ Students will learn how to study and be organized.

1.~~f~~ Each year teachers will emphasize personal accountability with schoolwork and teach organizational and study skills. Students will also be instructed on doing research projects and complete various projects during school.

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1.~~g~~ Students will have a basic knowledge of and appreciation for the Arts and Literature.

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1.g. Using Lakeview Academy's curriculum choices, students will be exposed to a variety of classic works of art, literature, music and drama. Students will have the opportunity to express themselves artistically in the classroom and in extra-curricular activities. This will be tracked by students' grades and participation in extra curricular activities.

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1.h. Students will have an understanding and working knowledge of current technology.  
1.h. Teachers will integrate current technology, such as computers, into classroom learning. All students will be tested to verify they meet state standards in keyboarding. Students will also demonstrate in individual and group settings, the scope of skills learned.

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1.i. Parents will feel empowered to influence the quality of their child's education.  
1.i. Parents will have the opportunity to participate in students' studies, volunteer in the classrooms, work on committees, and in school leadership roles. Families will be encouraged to volunteer at least four hours per month assisting their student(s) teacher. Additionally, families are asked to join and actively participate on one school committee per year. This will help to support the mission and philosophy of Lakeview Academy.

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## 2. Highly Qualified Teachers and Staff

2.a. All teachers will maintain appropriate educator licenses.

2.a. Hired teachers will already possess or be working towards an appropriate Utah license.

2.b. The Education Coordinator will mentor and observe all teachers to ensure the highest quality of teaching.

2.b. The Education Coordinator will be responsible for mentoring new teachers. The Education Coordinator will observe teachers, conference with them and set professional development goals at least once per quarter. The Education Coordinator will track progress of these goals in the teachers' portfolios.

2.c. Trained teaching assistants (TA's) will aid classroom teachers in meeting students' needs.

2.c. Paid and volunteer teaching assistants will be trained according to Lakeview Academy's mission, philosophy and curriculum. The Education Coordinator will observe teaching assistants at least once per quarter.

2.d. All teachers and TA's will be trained on the implementation of the schools curriculum and Utah State Standards.

2.d. The entire faculty and all teaching assistants will receive in-service training on planning and implementation strategies for all curricula. Attendance will be taken at training and this will be tracked in staff portfolios.

## 3. Maintain open and effective communication

3.a. Open communication will take place between all participants in the school community.

3.a. Lakeview Academy will encourage open communication. Teachers will also be open and flexible. They will schedule parent/teacher conferences as well as SEP meetings. All teachers, parents and students will participate in a SEP meeting no less than twice per school year. In addition, teachers will send home a weekly newsletter. The school will send home a monthly newsletter. We will measure the success of this goal by the feedback received from parents and teachers.

## **Action Items**

Motion to repeal the student council policy and delegate the authority of the student council to the directors.

### **Student Council Policy**

The Student Council seeks to unify the student body and provide a voice for student interest. It is composed of elected officers (2006-2007 they can be appointed) and student council advisors. The Student Council promotes school spirit, plans school activities, conducts community service projects, discusses recommendations from students, teachers and administrators and seeks to improve the school. The Student Council will meet as needed. The Student Council will report directly to the Student Council Advisor under the direction of the Lakeview Academy Director. The officers of the Council can be appointed or elected the first operating year of Lakeview Academy and then elected in all subsequent years. Elections will be run by the staff of Lakeview Academy.